

Box 412


**UNIVERSITY OF TORONTO
DIVISION OF EXTENSION**

**BUSINESS, ENGINEERING, NURSING
AND SPECIAL PROGRAMMES**

1969 - 1970

Div 41 Ext

22-8-74



DIVISION OF EXTENSION —

BUSINESS, ENGINEERING, NURS

This is the cover of our 1969-70 calendar. The complete calendar is available at no charge upon request. If you would like a copy, please send us the attached request form, or telephone 928-2393.

Below is a brief description of the programme available. The courses do not lead to University degrees or certificates, but provide opportunity for a systematic study for those wishing to increase their general or specific knowledge. In some cases, if students so desire, certain groupings of courses may be taken to qualify for one of the certificates offered by a number of institutes and associations in the business community. All the courses offered are designed to provide the student with a continuing education at university level.

LECTURE—DISCUSSION PROGRAMME

The major portion of this programme consists of courses which are offered in the evening requiring classroom attendance either once or twice a week. Most of the courses begin in September or October, but a number commence at other times in the year as well. In addition, two and three day seminars and short courses are available during the year. Also, special courses and seminars may be arranged "in house" at the request of organizations.

CORRESPONDENCE PROGRAMME

For a variety of reasons, some people find that they are unable to attend evening classes on a regular basis. If you are one of these you may be interested in the wide selection of courses which we offer through correspondence.

A brief indication of the areas covered by our courses follows:

BUSINESS, MANAGEMENT, AND LAW

policy making, organization, personnel, informa-

UNIVERSITY OF TORONTO

G AND SPECIAL PROGRAMMES

tion systems, management science, supervision, administration, management training and development, statistics, organizational psychology, computer programming, data processing, urban and regional planning, labour relations, legal codes, company law, legal responsibility

COMMUNICATIONS

speaking, writing, interpersonal communications, journalism, reading, information systems, human relations, interviewing and counselling, composition

CURRENT AFFAIRS

major political and social issues, welfare services, urban renewal and housing, the contemporary scene, regional planning, education

ECONOMICS AND FINANCE

accounting, business and personal finance, economics, taxation, statistics, budgetary control, capital markets, property analysis and valuation, economic analysis, credit

ENGINEERING AND SCIENCE

air conditioning, astronomy, automatic control theory, biology, combustion, computer science, control systems, electron microscopy, fluidics, illumination, hearing measurement and conservation, heat transfer, materials science, microbiology, natural resources, invertebrates, numerical control, chemistry, polymers, vibration analysis, viruses, sanitary engineering, concrete structures

FINE ARTS

architecture, art, archaeology, choral singing, cinema, music, opera

LANGUAGES

Chinese, English, French, German, Italian, Japanese, Ojibway, Russian, Spanish

LITERATURE AND PHILOSOPHY

philosophy, logic, drama, poetry, the novel, literary themes, political thought

MARKETING

advertising, sales promotion, market research, product development, marketing management, sales management

MATHEMATICS AND OPERATIONAL RESEARCH

statistics, calculus, differential equations, linear algebra and matrices, computer programming, probability theory, stochastic processes, operational research, numerical analysis, linear programming, mathematics, simulation and management modeling

NURSING

psychiatric nursing, nursing care, occupational health nursing, counselling, rehabilitation nursing

SOCIAL SCIENCES

anthropology, psychology, sociology, social change, the family, human and interpersonal relations, social welfare, learning and education

Affix
Postage

(NAME)

(ADDRESS)

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